

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

DIVISION HEAD LEGAL SECRETARY

JOB DESCRIPTION

Employees in this job coordinate office activities for a director of a legal division in the Department of Attorney General, performing a variety of legal secretarial duties such as scheduling hearings, preparing legal documents and correspondence, docketing cases and maintaining court dockets and diaries, and providing information and direction to others. The work requires knowledge of legal secretarial office practices.

There is one classification in this job.

Position Code Title –Division Head Legal Secretary-A

Division Head Legal Secretary 10

This is the second advanced level. The employee performs an advanced level of administrative legal secretarial. The employee is responsible for the most complex combination of legal secretarial duties and coordination of the administrative support functions of a legal division.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Performs the most complex administrative legal secretarial activities, which may be highly confidential and sensitive, for the director of a legal division of the Department of Attorney General.

Serves as liaison between the director of a legal division and staff or others; transmits directives, instructions, and assignments; and follows up on the status of assignments.

Establishes and revises forms, procedures, formats, and standards for office correspondence.

Coordinates the administrative support activities for a legal division.

Receives and screens visitors and telephone calls; responds to inquiries on a variety of matters such as the status of pending cases, administrative and court rules, and appeal procedures.

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Schedules and arranges meetings and conferences and notifies interested parties; arranges travel for staff including scheduling transportation and making hotel reservations.

Operates keyboard equipment such as typewriters, word processors, and personal computers to docket cases, process information, record notices of hearings or postponements, correspondence, reports, and other data.

Operates keyboard equipment to produce legal documents such as pleadings, briefs, opinions, complaints, administrative decisions, orders, and subpoenas from verbal or written instructions, dictation, shorthand notes, rough drafts, or other materials which may be difficult to interpret and/or format. May insert and/or complete legal citations.

May take or transcribe legal dictation, minutes of meetings, and taped records of conferences, settlement discussions, or interviews.

Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format, syntax, and content.

Inputs, retrieves, updates, and deletes information using computerized databases.

Sorts, opens, logs, and distributes incoming mail to staff; attaches incoming correspondence to case file and related materials needed for action.

Logs, docket, and schedules administrative hearings; prepares notices of hearings and sends to interested parties.

Composes routine letters and memoranda and prepares reports using knowledge of work area instructions and guidelines.

Reviews legal documents to ensure they are in proper format and contain all necessary portions or related documents for court acceptance; files legal documents with proper courts.

Serves and files legal papers.

Prepares trial notebooks and exhibits listings for assigned attorney(s)' case presentation.

Prepares and assembles materials, documents, and exhibits for meetings, court appearances, and hearings.

Establishes and maintains office files, logs, indices, legal references, control records, and other information in connection with the work under the control of the assigned attorney(s) or administrative law examiner(s).

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Determines need for and requisitions supplies, equipment, and repair and maintenance services through agency channels.

Assists in the preparation of financial reports; prepares travel vouchers, time keeping, and other personnel records.

Operates standard office equipment such as calculators, duplicating machines, facsimile machines, etc.

Performs related essential functions appropriate to the class and other nonessential functions as required.

Serves as liaison between assigned attorney(s) or administrative law examiner(s), departmental personnel, and court systems; transmits privileged legal and other information among staff and authorized persons.

Schedules assigned attorney(s) or administrative law examiner(s) calendar of activities, including making commitments for meetings, conferences, or other engagements.

Maintains calendars for assigned attorney(s) or administrative law examiner(s) to ensure no scheduling conflicts and to inform attorney(s) of court imposed deadlines.

Schedules court appearances, assembles documents and exhibits, keeps check on pending cases to avoid default in filing pleadings, and maintains court dockets and diaries.

Briefs supervisor on matters to be considered before staff meetings and on problems and issues affecting the supervisor's area of responsibility.

Makes recommendations for improving efficiency and economy of existing operations.

Maintains the legal library; researches and locates case law citations upon request.

Assembles and summarizes information from files, newspapers, journals, documents, and other available resources for use by the supervisor, staff, or others.

Procures and adapts computerized information to meet office support and management needs for record keeping and correspondence; serves as resource person to staff in utilizing system for projects, on-going information processing, and case management functions.

Gathers data for surveys or performs research on special subjects or projects.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the supervisor's and assigned attorney's point of view and priorities.

Thorough knowledge of office organization, workflow, and procedures.

Thorough knowledge of content and format of legal documents.

Thorough knowledge of the mission of the legal division to which assigned.

Thorough knowledge of the application of instructions and guidelines to specific problems.

Thorough knowledge of administrative hearing and court rules and procedures.

Thorough knowledge of forms used in the work.

Thorough knowledge of office practices, procedures, machines, and equipment.

Thorough knowledge of correct English usage, spelling, punctuation, and legal terminology.

Thorough knowledge of the organization and composition of business letters, minutes, reports, charts, and numerical and tabular materials.

Thorough knowledge of the techniques of receiving callers, making appointments, giving information, and explaining instructions and guidelines.

Thorough knowledge of the organization and maintenance of filing systems related to the work.

Thorough knowledge of administrative hearing and court rules and procedures.

Thorough knowledge of the application of instructions and guidelines to specific problems arising in the work area.

Thorough knowledge of legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence.

Thorough knowledge of court and administrative hearing rules and procedures.

Ability to compose correspondence and reports.

Skilled typing ability and knowledge of personal computers, hardware, software, and related applications and systems.

Ability to follow complex instructions.

Ability to apply instructions and/or guidelines as appropriate in the performance of management support activities.

Ability to maintain composure during stressful situations occurring as a result of workloads and/or deadlines.

Ability to communicate effectively.

Ability to select and apply references such as dictionaries, English usage manuals, legal references, procedures manuals, and computer guides.

Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.

Ability to perform mathematical calculations.

Ability to skillfully operate word processing equipment and/or personal computers.

Ability to transcribe documents from written, oral, or computer generated formats.

Ability to interpret instructions and guidelines in order to make decisions and take necessary actions.

Ability to determine work priorities.

Ability to abstract and present significant facts from data.

Ability to interpret and apply complex rules, regulations, policies, and procedures.

Ability to analyze and assess services and operations for quality efficiency and effectiveness, and to make recommendations.

Ability to coordinate the work of other administrative support staff within the legal division.

Working Conditions

There may be stressful conditions such as workloads and/or deadlines inherent in certain positions.

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Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Five years of typing-related administrative support experience, including two years involving legal secretarial practices equivalent to the Legal Secretary E8.

Special Requirements, Licenses, and Certifications

Some positions may require stenographic skills.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LEGALSEC

Job Code Description

Legal Secretary

Position Title

Division Head Legal Secretary-A

Position Code

DHLGSECA

Pay Schedule

NERE-005P

ECP Group 1
Revised 3/26/02
JED and JVH/VLWT/JVH/BH/SC/JBS/EAF